



**Town of Vienna Parks and Recreation Department**  
120 Cherry Street SE Vienna VA 22180  
Phone: 703-255-5721  
Email to: [bwyatt@viennava.gov](mailto:bwyatt@viennava.gov)

updated 11/18/2020

### Application for Field Usage

- Applications will be processed in accordance with the Field Allocation Policies. Policies can be found on our website.
  - Incomplete applications will not be processed and will be returned to the applicant for completion.
  - Applications received after the deadlines will be considered in the order in which they are received, on a space available basis.
- \* Please contact Fairfax County Athletics at 703-324-4600 or visit their website [www.fairfaxcounty.gov/ncs/athletics](http://www.fairfaxcounty.gov/ncs/athletics) to reserve Waters of Caffi Fields.

**\*If any of the requested time is for a camp, please contact the Camp Coordinator for the Town of Vienna at 703-255-6352. DO NOT fill out this application for a camp.**

**Season:** Please check the season for which you are applying. A separate application must be submitted for each season.

	Field Season Dates	Field Application Deadline
<input type="checkbox"/>	Spring/Summer: March-July	February 1
<input type="checkbox"/>	Fall: August 1 – November 30	June 1
<input type="checkbox"/>	Winter: December 1 – February 28	October 1

**Winter**  
**Glyndon Field Only**  
**No Bathroom Facilities**  
**No Lights**

**Sport:** Please check the sport for which you are applying. A separate application must be submitted for each sport.

Field Sports		
<input type="checkbox"/> Baseball – 60'	<input type="checkbox"/> Football	<input type="checkbox"/> Softball – Fast pitch
<input type="checkbox"/> Baseball – 90'	<input type="checkbox"/> Other **	<input type="checkbox"/> Softball – Slow pitch

Field	
<input type="checkbox"/> Southside #1 (lit field)	<input type="checkbox"/> Meadow Lane
<input type="checkbox"/> Southside #2	<input type="checkbox"/> Glyndon (lit field)

\*\*Other (please specify sport): \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Practice \_\_\_\_\_ Game \_\_\_\_\_ Clinic/Tournament

**Organization a Non-Profit? Yes or No (proof may be required)**

Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Web: \_\_\_\_\_

Organization Address: \_\_\_\_\_ State: \_\_\_\_\_ City/County: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ City/County: \_\_\_\_\_ Zip: \_\_\_\_\_

# Town of Vienna Residents: \_\_\_\_\_ # Non Residents : \_\_\_\_\_ Total Number of Participants: \_\_\_\_\_

Athletic Field Requested	Field #	Days of Week	Dates	Time

The undersigned certifies that he/she is familiar with the regulations governing the use of athletic fields and park facilities. The undersigned and/or the organization submitting this application shall be held financially responsible for any and all damages to the Town of Vienna property caused by the approved user and for the prompt and proper settlement of claims for such damage. As provided by law, the undersigned hereby releases and hold the Town of Vienna, its officers, servants, agents and employees harmless from any and all liabilities or claims arising out of or relating to the undersigned's maintenance or use of Town's athletic fields and park facilities

(Signature)

(Title)

(Date)

Official Use Only

Date Received:

Approved:

Date:

Not Approved:

Approved by: